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# Check Depot

Client User Manual

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## I. LOGGING ON TO CHINA BANK ONLINE- CASH MANAGEMENT SERVICES (CMS) MODULE

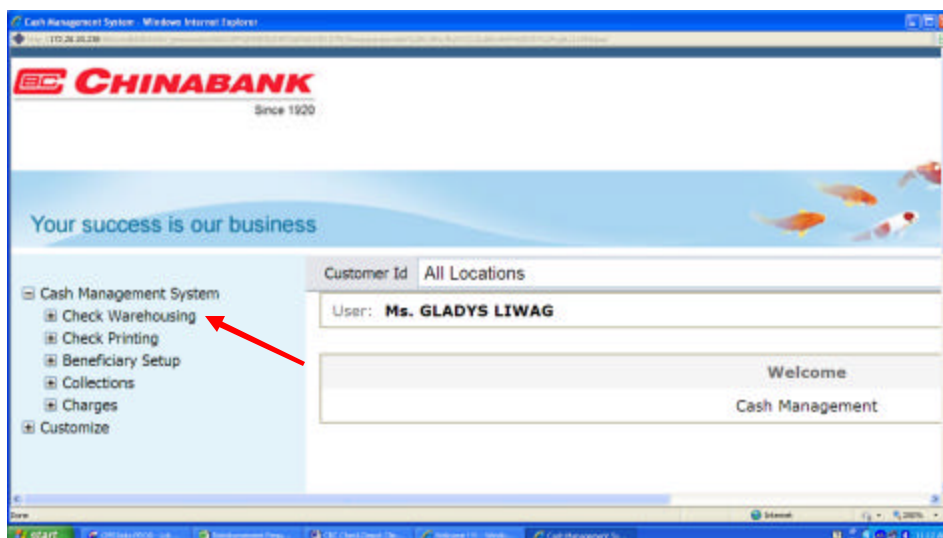
### Log-on to

<https://online.chinabank.ph/cms/BANKAWAY?Action.CorpUser.Init.001=y&AppSignonBankId=CBC&AppType=corporate> and please enter your **Corporate ID**, **User ID**, and **Password**.



### Login page

You shall see the homepage of the **CMS Module**. On the left side of the screen, you will see the CMS menu available for your Company. In the CMS menu select **Check Warehousing**.



## II. STORING CHECK DETAILS IN THE SYSTEM

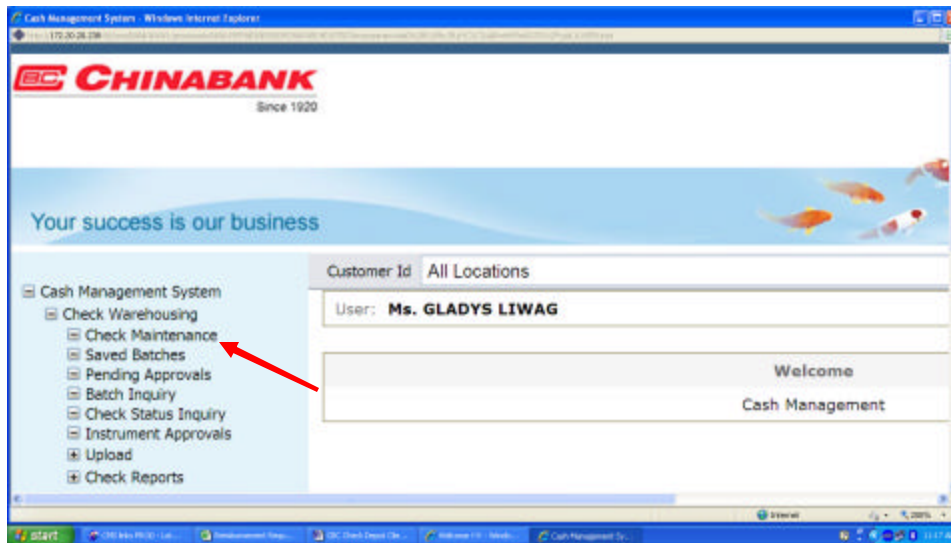
For Check Warehousing, you have two (2) choices for sending data:

- 1) **Corporate data entry** - where you would encode the details of the postdated checks for warehousing in the system
- 2) **Corporate file upload** - where you can upload a file containing the details of the postdated checks for warehousing. You can either generate a text file using CBC required format, or use an excel file converter that will generate a file compliance to the CBC format.

### A. Corporate Data Entry

#### Maker

The first option is you can encode individually all the check details while logged on to the system. Under Check Warehousing menu drop-down, select **Check Maintenance**.



Enter the following details in the fields (those in red font are mandatory):

- **Accepting Branch** - drop down menu for selecting the CBC branch where you intend to send the physical PDCs (Note that the CBC branch/es should have been indicated in the enrollment form for them to be defined in the system)
- **Check Type** - drop down menu for selecting the type of PDC, limited to Local or Regional (On-Us checks should be entered as Local)
- **Credit Account** - drop-down menu for selecting the CBC deposit account number where the maturing PDCs will be credited (Note that the CBC deposit account number/s should have been indicated in the enrollment form for them to be defined in the system)
- **Drawee Bank** - drop down menu for selecting the Drawee Bank
- **RT No.** - or routing number; free text field for entering the Drawee Branch or the RT Number; Limited to 9 alphanumeric chars.
- **Number of First Check** - Check Number of first PDC entered
- **Date of First Payment** - Date of first PDC maturing (please note that the system will not allow warehousing of checks whose date is less than 7 days from current date); expressed in MM/DD/YY or you may simply click on the date in the Calendar icon on the right side of the files
- **Check Amount** - Peso amount of PDC
- **Number of Checks** - Number of checks included in the batch of PDCs
- **Frequency of Payment** - You may use this field in case of multiple checks with regular maturity dates (applicable for financing companies, insurance, leasing, etc.). Otherwise, select N.A.

- **Client Name** - drop down for selecting the name of the payer of PDC
- **Invoice Number** - You may use this field for extra information such as invoice or receipt number, reference numbers, etc.; Limited to 20 numeric chars.

**IMPORTANT:** Please ensure that the correct details are indicated as they will be verified by the CBC Branch. Erroneous or unmatched records will be rejected by the Branch in the system, and corresponding physical PDC returned to you.

Check Warehousing - Windows Internet Explorer

Customer ID: All Locations Division: All Divisions

User: Ms. GLADYS LIWAG 07/12/12 10:48:11

Check Warehousing > Check Maintenance

**Batch Details**

Accepting Branch \* ---Select---

Check Type1 \* ---Select---

Credit Account \* ---Select---

Drawee Bank \* ---Select---

RT No. \*

Number of the First Check

Date of First Payment 07/12/12

Check Amount \*

Number of Checks \*

Frequency of Payments \* N/A

Client Name ---Select---

Invoice Number

Fields marked \* are mandatory.

Once you have entered the correct details, click on **Continue**

Check Warehousing - Windows Internet Explorer

User: Ms. GLADYS LIWAG 07/12/12 1:01:4

Check Warehousing > Check Maintenance

**Batch Details**

Accepting Branch \* A1001-BINONDO CENTER

Check Type1 \* Local Checks - CWLG

Credit Account \* CA - 1010310022 - PHP-AEWINSTONE INDUSTRIAL MANUFACTURING CORP.

Drawee Bank \* DBP - DBP

RT No. \* 11111

Number of the First Check 1

Date of First Payment 07/12/12

Check Amount \* 5000.01

Number of Checks \* 1

Frequency of Payments \* Weekly

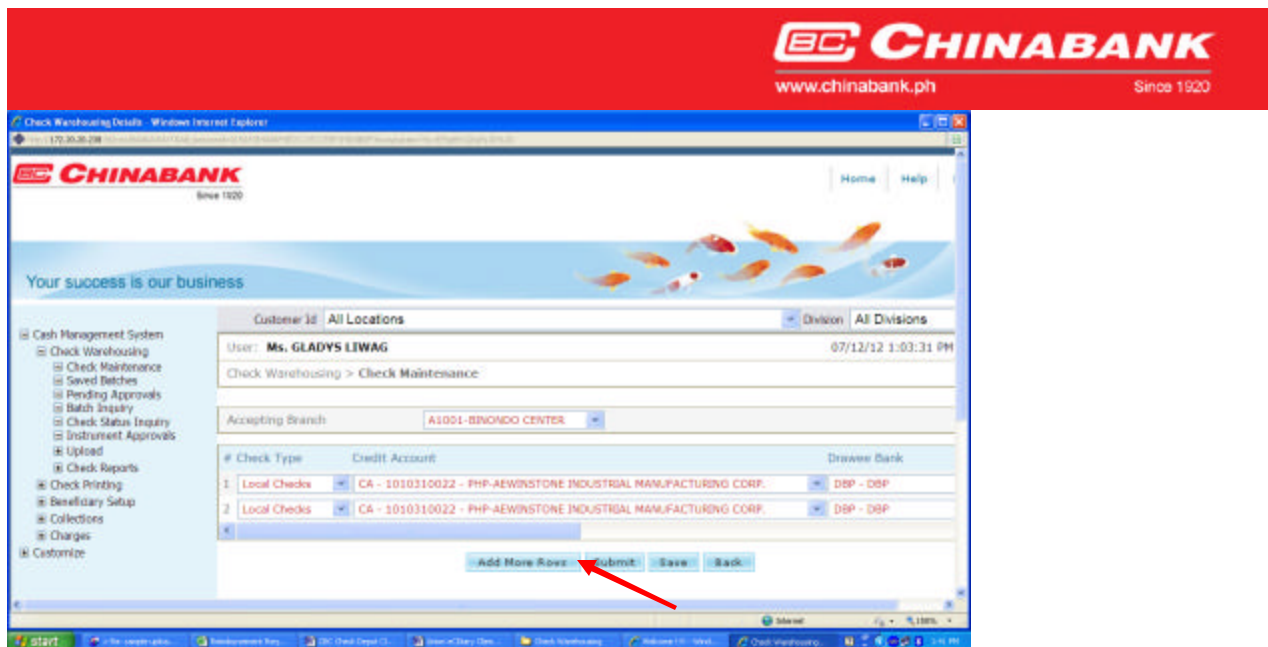
Client Name Logan Lerman

Invoice Number 222222

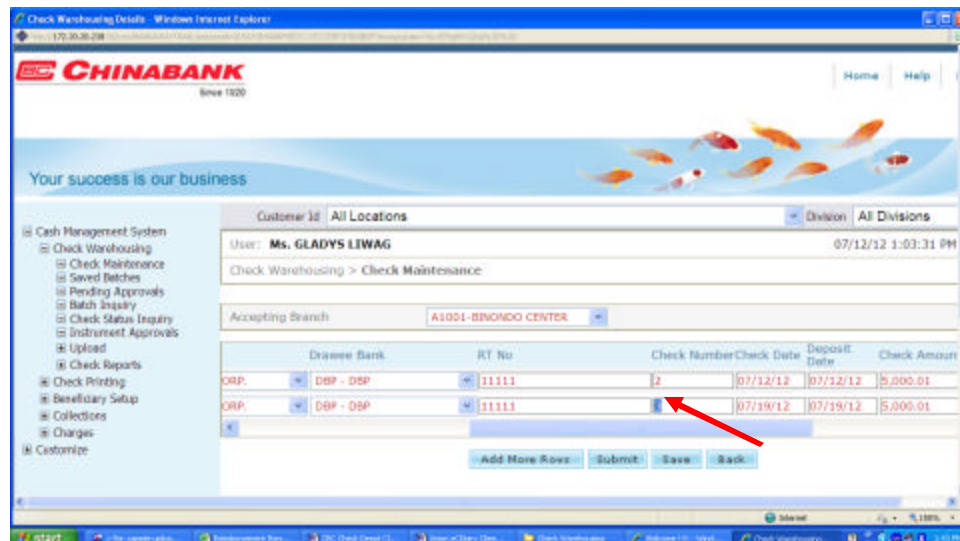
Fields marked \* are mandatory.

Continue

The check information will be showed to you in a horizontal manner. Please take note that for multiple checks entered, the check date of the succeeding checks is adjusted per the Frequency of Payment selected. Also the check number is sequential. You have the option to add more rows, submit, or save. You can revise some of the fields before submitting or saving.



To revise some parts of the fields, go the field and edit accordingly.



Once everything is okay and you would want to route the information to the Company Authorizer, click on **Submit**. The next screen will give you a summary of the list of checks encoded. If in order, select the Company Approver by clicking on the **Look Up** button. Or prior to this, you may want to check the approval hierarchy for the transaction, in which case, click on **Show Valid Rules**.



Http://172.30.28.238:8080/WWW/WEB/TRAN/transaction-01/54314480/HDCE11CE1F170600/Transaction- Windows Internet Explorer

Customer Id: All Locations Division: All Divisions

User: Ms. GLADYS LIWAG 07/12/12 1:08:4

Check Warehousing > Check Maintenance

Accepting Branch: A1001 - BINONDO CENTER

Total Number Of Checks: 2

Total Amount: PHP 10,000.02

**List of Checks for Warehousing**

#	Check Number	Check Date	Amount	Debit Account	On-us Check
1	2	07/12/12	PHP 5,000.01		Not Applicable
2	3	07/19/12	PHP 5,000.01		Not Applicable

Next Authorizer  USER

**Confirm Transaction 1**

Enter User ID

Enter Transaction Password

Http://172.30.28.238:8080/WWW/WEB/TRAN/transaction-01/54314480/HDCE11CE1F170600/Transaction- Windows Internet Explorer

Customer Id: All Locations Division: All Divisions

User: Ms. GLADYS LIWAG 07/12/12 1:06:4

Check Warehousing > Check Maintenance

Accepting Branch: A1001 - BINONDO CENTER

Total Number Of Checks: 2

Total Amount: PHP 10,000.02

**List of Checks for Warehousing**

#	Check Number	Check Date	Amount	Debit Account	On-us Check
1	2	07/12/12	PHP 5,000.01		Not Applicable
2	3	07/19/12	PHP 5,000.01		Not Applicable

Next Authorizer  USER

**Confirm Transaction 1**

Enter User ID

Enter Transaction Password

The rule "1LV + 2LV" means the transaction requires one level 1 maker, and two level 2 approvers

Http://172.30.28.238:8080/WWW/WEB/TRAN/transaction-01/54314480/HDCE11CE1F170600/Transaction- Windows Internet Explorer

Your success is our business

Customer Id: All Locations Division: All Divisions

User: Dr. GLADYS LIWAG 07/12/12 4:07:45

Approvals > Valid Rules

**Corporate Rules List**

Corp Id	Activity Id	Transaction Amount	Rule
CAS2MGT	Check Warehousing Initiation by Corporate user	5000.01	1LV1 + 2LV2

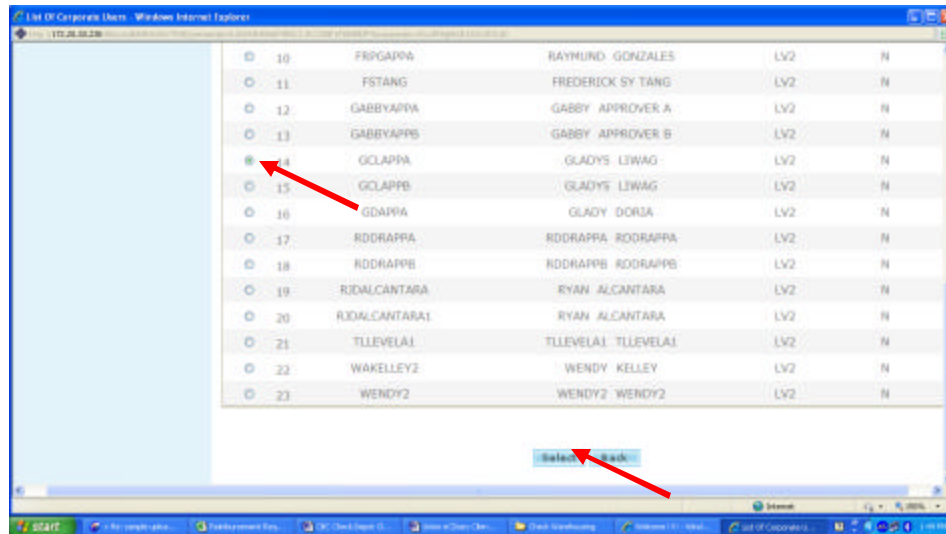
**NOTE:** Either of the above mentioned combinations will make the transaction / request to completion.

For example, if the rule is 1RoleA + 1 RoleB, it implies that if a user in RoleA submits, he/she will need an approval from user in RoleB.

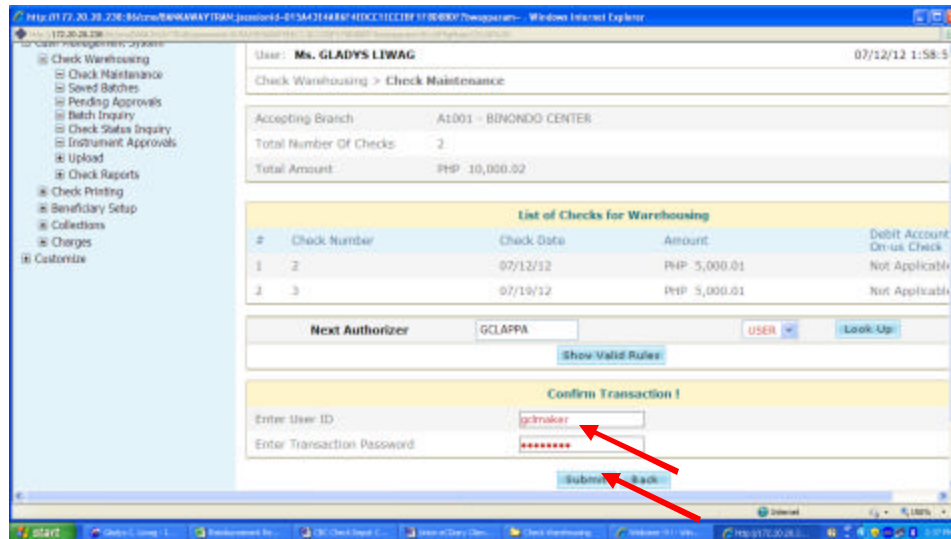
If the rule is 2RoleC, it implies that if a user in RoleC submits, he/she will need one approval from another user in RoleC. Similarly, if the rule is 1RoleD, it implies that the user in RoleD does not need any approval.

Click on the Lookup button on the previous screen to see the Roles of each user.

The next screen will show you the list of **Corporate Users/approvers**. Click on the radio button on the left side of the intended Corporate Users/approvers the then click on **Select** at the bottom part of the screen.



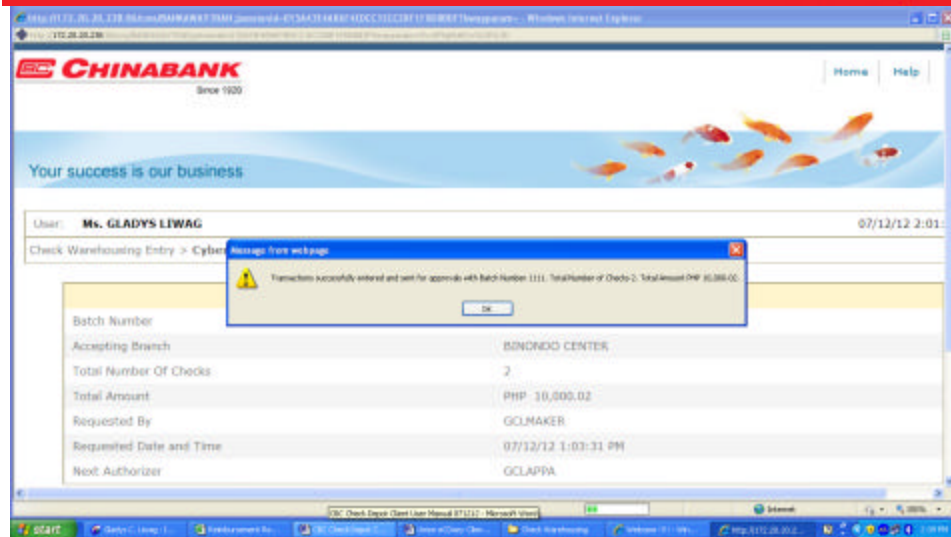
Confirm the transaction by entering your **User ID** and **Transaction Password**. Then click on **Submit**.



You will receive a pop-up message that transaction has been approved and sent for approval:

*"Transaction successfully entered and sent for approvals with Batch Number xxxx. Total number of Checks xx. Total Amount PHPxxx.xx"*



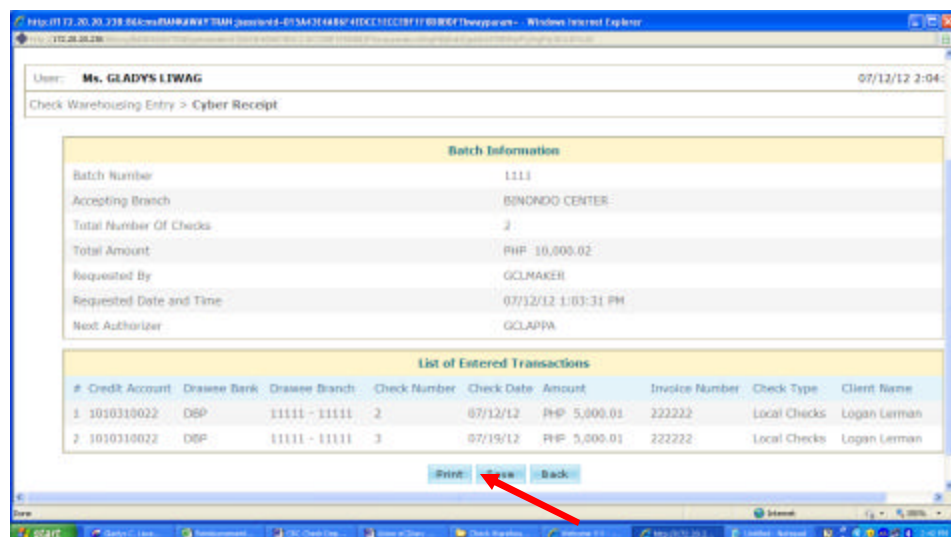


System will generate a **Cyber Receipt** containing the batch details such as:

- Batch Number
- Accepting Branch
- Total Number of Checks
- Total Amount
- Requested By
- Requested Date and Time
- Next Authorizer

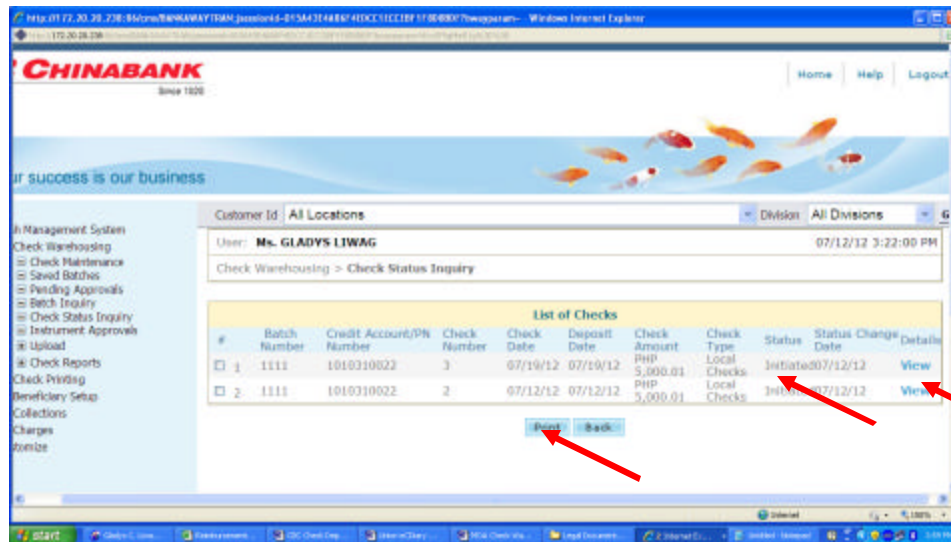
It also contains the details of the checks contained in that batch.

You have the option to **print** or **save** the Cyber Receipt. You can go back to the Check Warehousing menu by clicking on **Back**.



To view the status of the checks, in the Check Warehousing menu, select **Check Status Inquiry**. Note that the status of the checks is **Initiated**. This means that the batch has been initiated by the Maker, and is now queued with the next Corporate User/approver. You can print this page by clicking on the

**Print** button. You can also view the **Batch Details**, **Batch History**, and **Check Details** by clicking on the **View** button.



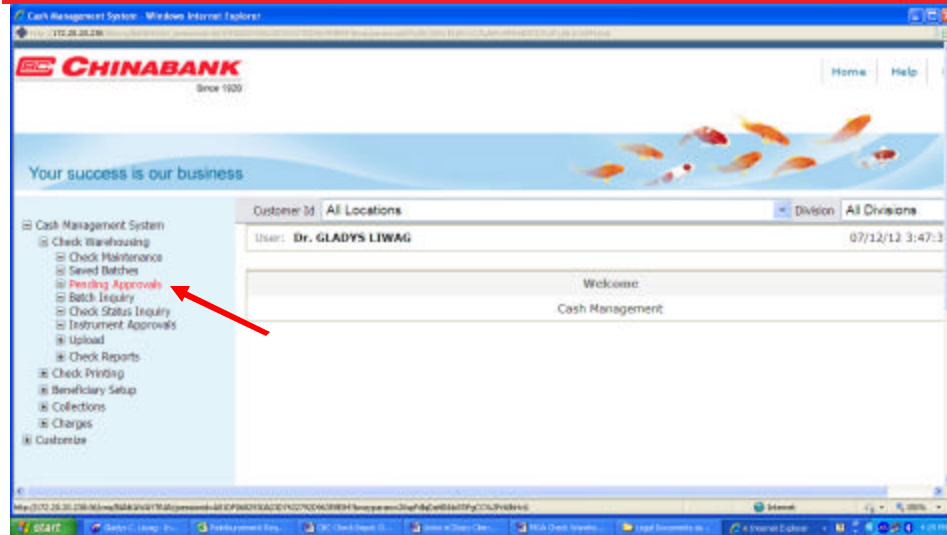
You may now prompt the next Corporate User/Approver to approve the data entry transaction.

### Approver A

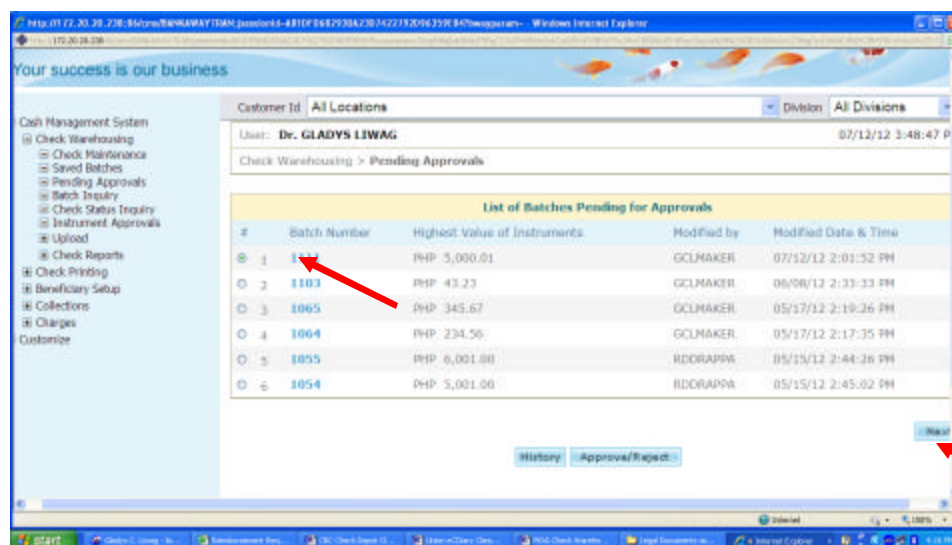
Log on to the system and enter your **Corporate ID**, **User ID**, and **Password**.

In the CMS menu select **Check Warehousing**.

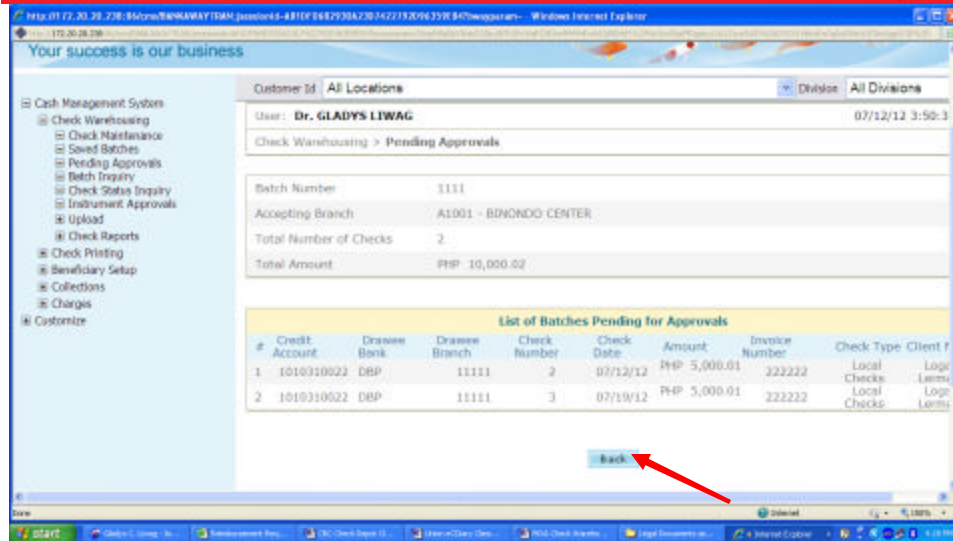
Under Check Warehousing menu drop-down, select **Pending Approvals**.



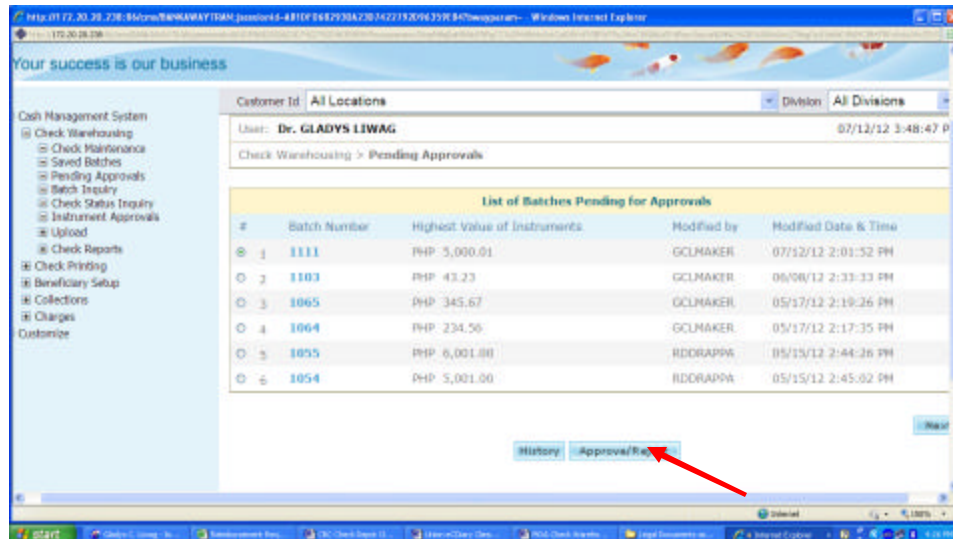
You will see the **List of Batches Pending Approvals**.  
Click on **Next** button to check if there are other batches pending approval.  
To check the details of the batch, click on the **Batch Number**



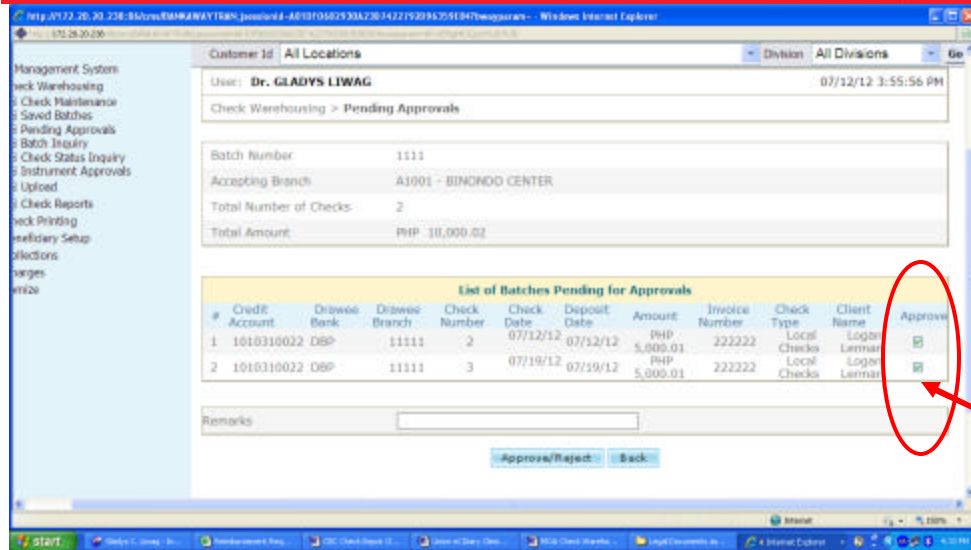
Next page will show you the **batch details** and the **check details** under that batch. Click on **Back** button to go back to the previous page.



After checking correctness of the details, click on **Approve/Reject** button.



Default is Approve all. However, you can approve on a per check basis. If you like to reject a check, remove the **check mark** by clicking on the radio button. You can put your comments in the **Remarks** portion to guide the other Corporate users.



Customer Id: All Locations Division: All Divisions Go

User: Dr. GLADYS LIWAG 07/12/12 3:55:56 PM

Check Warehousing > Pending Approvals

Batch Number: 1111

Accepting Branch: A1001 - BINONDO CENTER

Total Number of Checks: 2

Total Amount: PHP 10,000.02

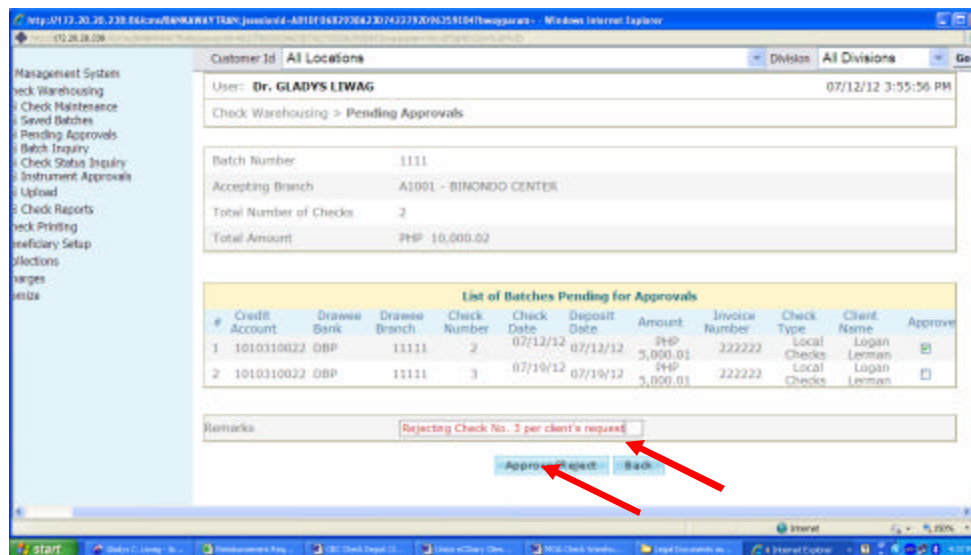
**List of Batches Pending for Approvals**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Deposit Date	Amount	Invoice Number	Check Type	Client Name	Approve
1	1010310022 DBP	11111	2	07/12/12	07/12/12	PHP 5,000.01	222222	Local Checks	Local Checks	Logan Lerman	<input checked="" type="checkbox"/>
2	1010310022 DBP	11111	3	07/19/12	07/19/12	PHP 5,000.01	222222	Local Checks	Local Checks	Logan Lerman	<input type="checkbox"/>

Remarks:

Approve/Reject Back

After selecting the record to be approved or rejected, and after indicating your remarks (optional), click on the **Approve/Reject** button.



Customer Id: All Locations Division: All Divisions Go

User: Dr. GLADYS LIWAG 07/12/12 3:55:56 PM

Check Warehousing > Pending Approvals

Batch Number: 1111

Accepting Branch: A1001 - BINONDO CENTER

Total Number of Checks: 2

Total Amount: PHP 10,000.02

**List of Batches Pending for Approvals**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Deposit Date	Amount	Invoice Number	Check Type	Client Name	Approve
1	1010310022 DBP	11111	2	07/12/12	07/12/12	PHP 5,000.01	222222	Local Checks	Local Checks	Logan Lerman	<input checked="" type="checkbox"/>
2	1010310022 DBP	11111	3	07/19/12	07/19/12	PHP 5,000.01	222222	Local Checks	Local Checks	Logan Lerman	<input type="checkbox"/>

Remarks: Rejecting Check No. 3 per client's request

Approve/Reject Back

Next page will show you the **List of Instruments for Approval** and **List of Instruments for Rejection**.



Outserve Id: All Locations Division: All Divisions

User: Dr. GLADYS LIWAG 07/12/12 4:01:36 PM

Check Warehousing > Entry of Check Information > Pending Approvals

**List of Instruments for Approvals**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Amount	Invoice Number	Check Type	Client Name
2	1010310022	DBP	11111	2	07/12/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

**List of Instruments for Rejection**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Amount	Invoice Number	Check Type	Client Name
3	1010310022	DBP	11111	3	07/19/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

Remarks: Rejecting Check No. 3 per client's request

Next Authorizer:  USER

Depending on the approval workflow, the transaction may need approval of a next approver. If this is the case, click on the **Look Up** button, and select the next Corporate User/approver. Otherwise, if you are the last approver, simply enter your **User ID** and **Transaction Password**. Then click on **OK**.

Outserve Id: All Locations Division: All Divisions

User: Dr. GLADYS LIWAG 07/12/12 4:01:36 PM

Check Warehousing > Entry of Check Information > Pending Approvals

**List of Instruments for Approvals**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Amount	Invoice Number	Check Type	Client Name
2	1010310022	DBP	11111	2	07/12/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

**List of Instruments for Rejection**

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Amount	Invoice Number	Check Type	Client Name
3	1010310022	DBP	11111	3	07/19/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

Remarks: Rejecting Check No. 3 per client's request

Next Authorizer: OCLAPPS USER

**Confirm Transaction 1**

Enter User ID: j2/0000

Enter Transaction Password: \*\*\*\*\*

In the above example, another approver is required.

## Approver B

Log on to the system and enter your **Corporate ID**, **User ID**, and **Password**.

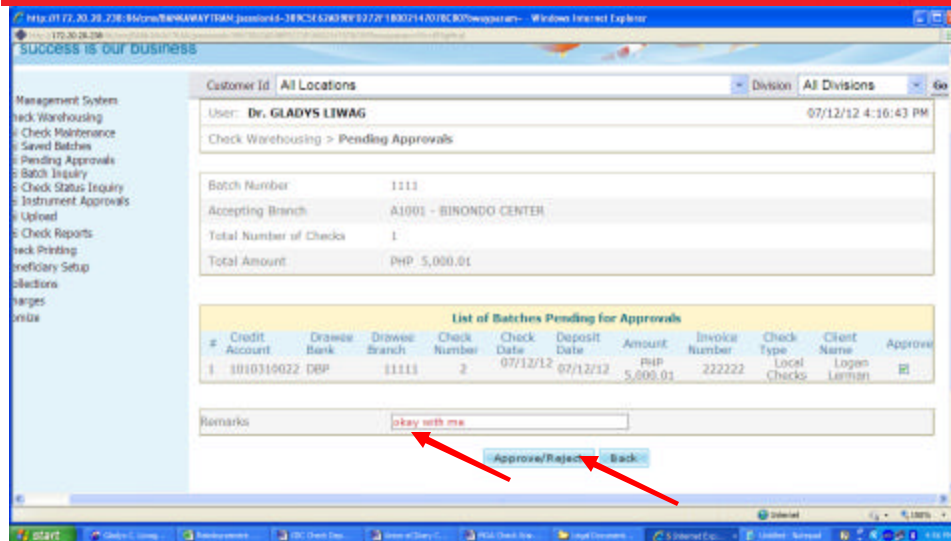
In the CMS menu select **Check Warehousing**.

Under Check Warehousing menu drop-down, select **Pending Approvals**.

If okay, click on **Approve/Reject** button.

Note that there is only one check, Check #2, remaining for approval, as Check #2, has been rejected by Approver A.





Customer Id: All Locations Division: All Divisions Go

User: Dr. GLADYS LIWAG 07/12/12 4:16:43 PM

Check Warehousing > Pending Approvals

Batch Number: 1111

Accepting Branch: A1001 - BINONDO CENTER

Total Number of Checks: 1

Total Amount: PHP 5,000.01

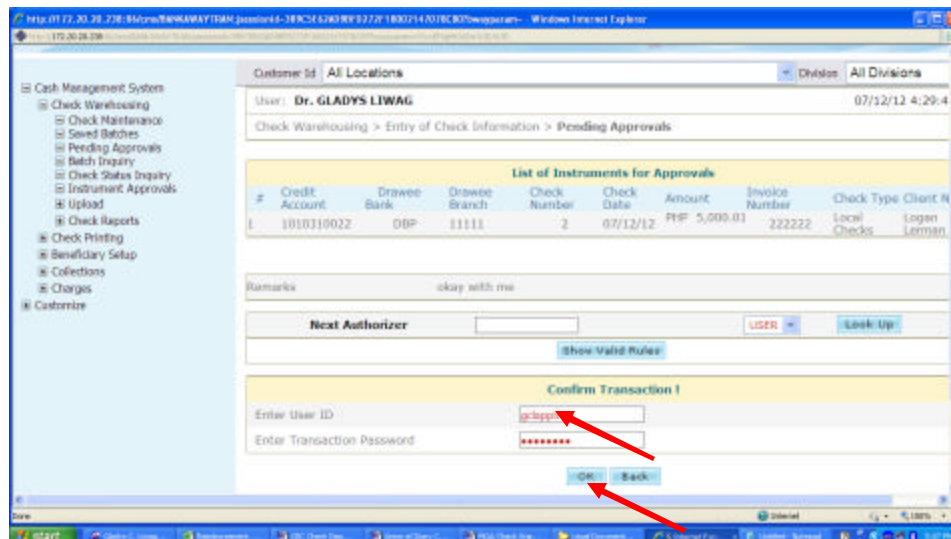
List of Batches Pending for Approvals

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Deposit Date	Amount	Invoice Number	Check Type	Client Name	Approve
1	1010310022	DBP	11111	2	07/12/12	07/12/12	PHP 5,000.01	222222	Local Checks	Logan Lerman	<input type="checkbox"/>

Remarks: okay with me

Approve/Reject Back

Confirm the transaction by entering your **User ID** and **Transaction Password**. Then click on **OK**.



Customer Id: All Locations Division: All Divisions

User: Dr. GLADYS LIWAG 07/12/12 4:29:4

Check Warehousing > Entry of Check Information > Pending Approvals

List of Instruments for Approvals

#	Credit Account	Drawee Bank	Drawee Branch	Check Number	Check Date	Amount	Invoice Number	Check Type	Client Name
1	1010310022	DBP	11111	2	07/12/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

Remarks: okay with me

Next Authorizer: USER Look Up

Show Valid Rules

Confirm Transaction 1

Enter User ID: gclap

Enter Transaction Password: \*\*\*\*\*

OK Back

You will receive a pop-up message that transaction has been approved and sent for approval:

*"You have successfully approved the transaction: 1111. Approved number of checks 1. Approved amount PHP5,000.01"*

System will generate a **Cyber Receipt** containing the batch details such as:

- Batch Number
- Accepting Branch
- Total Number of Checks
- Total Amount
- Requested By
- Requested Date and Time
- Next Authorizer

It also contains the details of the checks contained in that batch.

You have the option to **print** or **save** the Cyber Receipt. You can go back to the Check Warehousing menu by clicking on **Back**.

Batch Information

Corporate ID	CASHMGT
Batch Number	1111
Accepting Branch	BINDO CENTER
Total Number of Checks	1
Total Amount	PHP 5,000.01
Requested By	GCLMAKER
Requested Date and Time	07/12/12 1:03:31 PM

List of Approved Checks

#	Credit Account	Drawee Bank	Branch	Check Number	Check Date	Check Deposit Date	Amount	Invoice Number	Check Type	Beneficiary ID
1	1010310022	DBP	11111	2	07/12/12	07/12/12	PHP 5,000.01	222222	Local Checks	Logan Lerman

Remarks: okay with me

Buttons: Print, Save, Back (red arrow points to Back)

To view the check status, in the Check Warehousing menu, select **Check Status Inquiry** and enter the **Batch Number** in the **Search Criteria**. Then click on **Retrieve**.

Search Criteria

Batch Number: 1111 (red arrow points to this field)

Credit Account: AB

Check Date: From [ ] To [ ]

Check Deposit Date: From [ ] To [ ]

Check Number: [ ]

Amount: [ ]

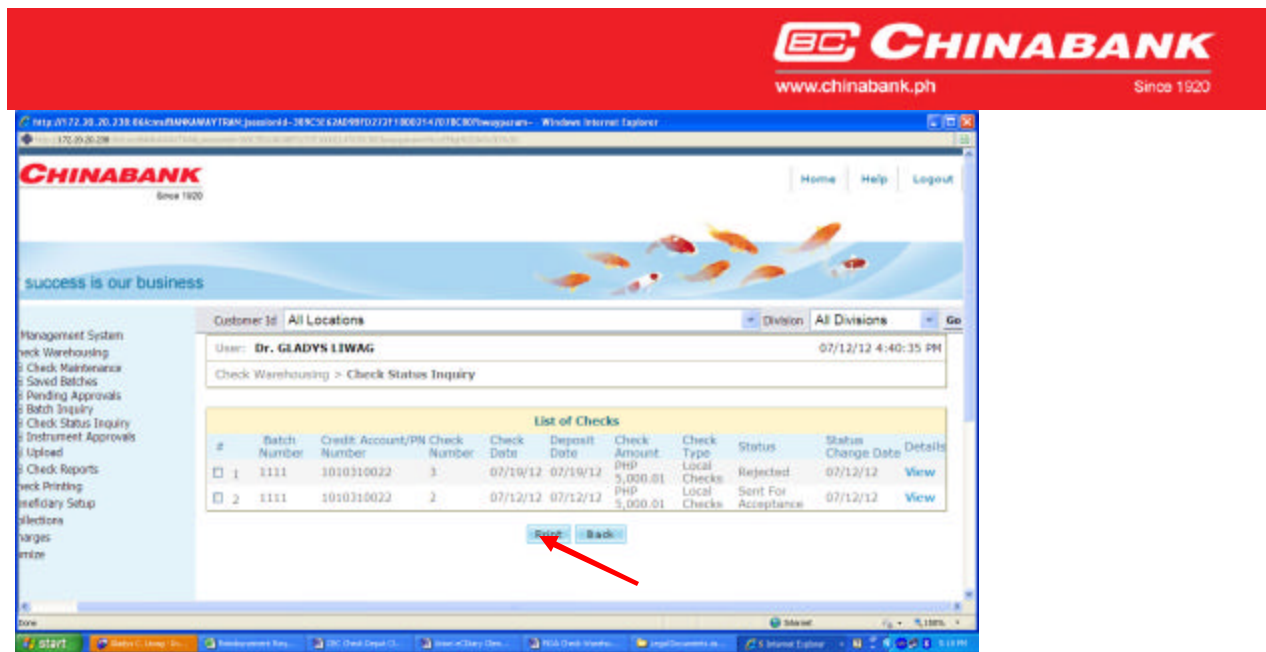
Check Type: AB

Status: AB

Change Date: From [ ] To [ ]

Retrieve (red arrow points to this button)

Note that the status of the check no. 2 is **Sent for Acceptance**, while check no. 3 is **Rejected**. **Sent for Acceptance** means that the check has been queued with the CBC Accepting Branch for acceptance. Please print this page by clicking on the **Print** button, then attach this to the physical PDCs when sent to the Branch.



### Offline Data-Entry System

You also have the option to encode the check details in an offline mode through an excel template specially designed for this purpose. The template shall create a file which can be uploaded directly to the system. You shall enter the following details in the template:

#### **Batch Details:**

- ? Accepting Branch
- ? Account Type( (Saving or Checking)
- ? Credit Account Number (Deposit account number where the PDC proceeds will be credited)
- ? Branch Name (CBC Branch where the Credit Account Number is maintained)
- ? File Serial Number: Starts with '0001' and automatically adds one when you click on Generate File button

#### **Check Details:**

- ? Check Date
- ? Check Number
- ? Check Amount
- ? Check Deposit Date
- ? Type of Check

#### **Payment Details:**

- ? Payor Name (Name of Company or Individual who made the PDC payment)
- ? Invoice/Reference Number (Can be used to indicate details of the payment such as invoice number, official receipt number, sales code, reference number, etc.)

#### **Drawee Bank Details:**

- ? Drawee Bank
- ? RT Number (refers to routing number or BRSTN of the drawee bank branch which is indicated in the lower portion of the check)

After you have encoded the check details, generate the file by clicking on the **Generate file** button. The generate file button will create the file for you. File naming convention is Corp ID-File Serial Number-Date of File generation expressed in MMDDYYYY.

Example: CASHMGT-974-07112012.txt

This file is automatically saved in the folder where the file converter is located.  
Note that the generated file is a .txt file. See Annex A for the file format

**CHINABANK**  
www.chinabank.ph

CLIENT COMPANY LOGO

## CHECK WAREHOUSING

Payee Details				Batch Details				Generate File			
Company Name	CHINABANK	Account Branch	General	Check Account	Checking	Check Batch Name	Batch 001				
Corporate ID	CASHMGT	Account Type	Checking	Reference Number	114332021						
Upload Date	2011/02/12	File Batch Number	2011								
Check Format	1										

Check Details				Payment Details				Drawee			
Check Date	Check Number	Check Amount	Check Deposit Date	Type of Check	Payor's Name	Invoice Number	Bank	RT No.	RT No.	RT No.	RT No.
2011/02/12	11111	100.00	2011/02/12	Local	ABC	11111	CHINABANK				

## B. CORPORATE FILE UPLOAD

The second option in storing check and collection information in the system is by uploading a file to the system which contains check information.

Under Check Warehousing menu drop-down, select **Upload**, then click **File Upload**.

**CHINABANK**  
Since 1920

Your success is our business

Customer Id: All Locations | Divisions: All Divisions

User: Ms. GLADYS LIWAG | 07/13/12 10:34:3

Welcome  
Cash Management

- Cash Management System
  - Check Warehousing
  - Check Maintenance
  - Saved Batches
  - Pending Approvals
  - Batch Inquiry
  - Check Status Inquiry
  - Instrument Approvals
  - Upload
    - File Upload
    - Status Inquiry
    - Pending Approvals
  - Check Reports
  - Check Printing
  - Beneficiary Setup
  - Collections
  - Charges
  - Customize

Encode the File Upload Details (mandatory fields are in red font):

- ? **File Name** - Name of the .txt file
- ? File Description

- ? **Maximum Check Amount** - Highest amount of PDC contained in the file
- ? **Total Amount** - Total amount of PDCs contained in the file
- ? **File Processing Date** - Date of upload; should be the same as the one indicated in the file
- ? **Remarks** - Free field for indicating remarks. For example, PDCs for the period July 1-15, 2012

Select next authorizer/approver and click on **Continue**.

The screenshot shows the 'File Upload' form in a web browser. The form is titled 'File Upload Details' and contains the following fields:

- File Name: CASHMGT-513-07
- File Description: PDC warehousing
- Maximum Check Amount: 100.1
- Total Amount: 110.3
- File Processing Date: 07/13/12
- Remarks: Covering collections for the period July 1-15, 2012

Below the form, there is a 'Next Authorizer' field and a 'Valid Rules' button. The 'Continue' button is highlighted with a red arrow.

Select the file to be uploaded by clicking on the **Browse** button and selecting the file from your file directory. After selecting the file, confirm the transaction by entering your **User ID** and **Transaction Password**. Then click on **Submit** button.

The screenshot shows the 'File Upload' form in a web browser. The form is titled 'File Upload Details' and contains the following fields:

- File Name: CASHMGT-513-07
- Description: PDC warehousing
- Maximum Check Amount: PHP 100.10
- File Processing Date: 07/13/12
- Remarks: Covering collections for the period July 1-15, 2012
- Path of the File: C:\Documents and Settings\ [User] \My Documents\ [File Name].txt

Below the form, there is a 'Confirm Transaction' section with the following fields:

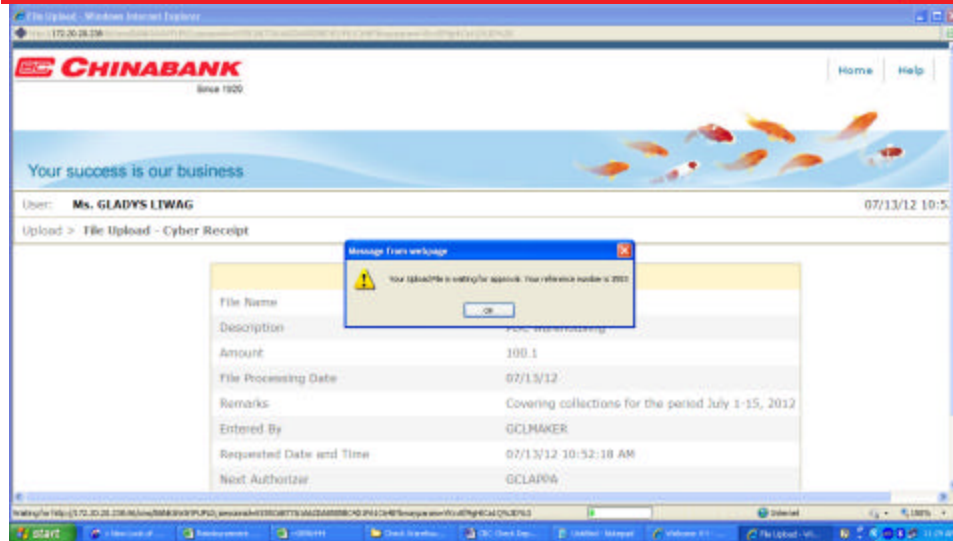
- Enter User ID: gdmaker
- Enter Transaction Password: [Redacted]

The 'Submit' button is highlighted with a red arrow.

You will receive a pop-up message that transaction has been approved and sent for approval:

*"Your upload file is waiting approval. Your reference number is xxxx"*

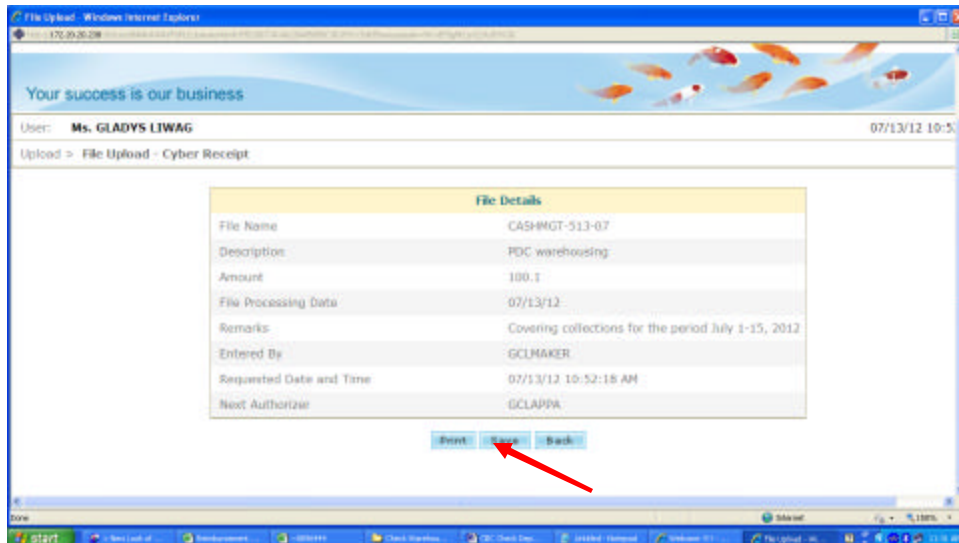




System will generate a **Cyber Receipt** containing the batch details such as:

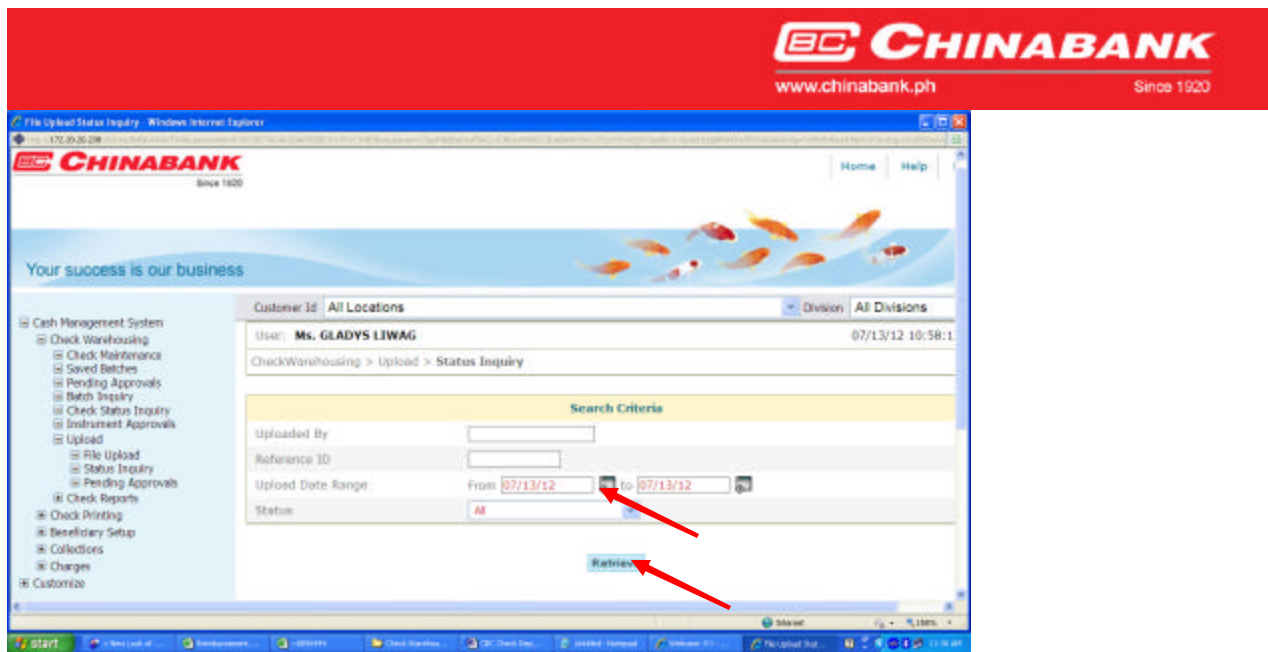
- File Name
- Description
- Amount
- File Processing Date
- Remarks
- Entered By
- Requested Date and Time
- Next Authorizer

You have the option to **print** or **save** the Cyber Receipt. You can go back to the Check Warehousing menu by clicking on **Back**.

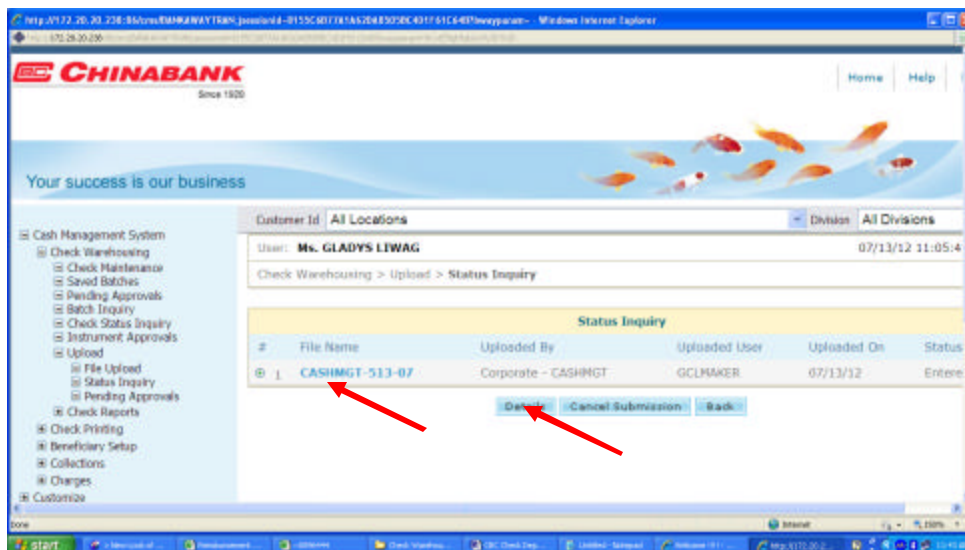


To view the status of the file upload, in the Check Warehousing menu, select Upload, then Status Inquiry and enter the **Upload Date Range** in the **Search Criteria**. Then click on **Retrieve**.

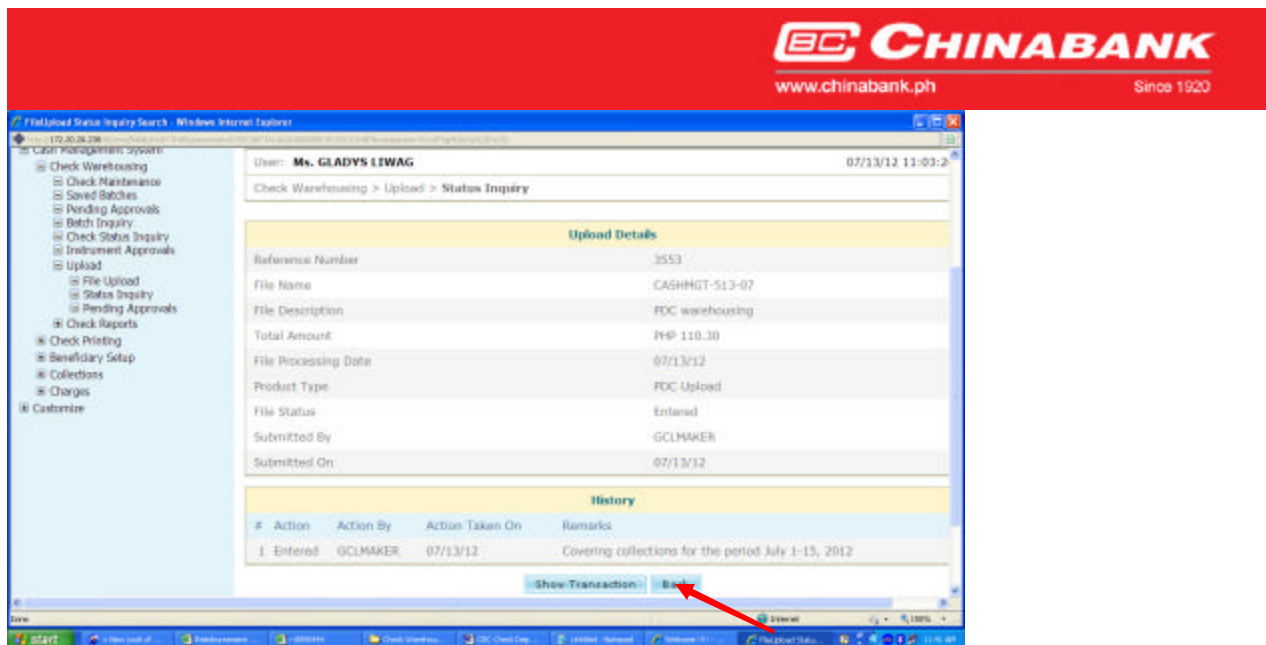




Note that the status of the upload file is **Entered**.  
 To view the details of the txt file, click on **filename**.  
 To view the details of the upload, click on **Details**.  
 You may also cancel submission of the file by clicking on **Cancel Submission**.



**Upload Details** screen shows you the reference number, file name, file description, among others. It also gives you a history of the file, the corporate user who uploaded the file and the date. To go to the previous screen, click on the **Back** button.



If everything is okay, prompt your next authorizer/approver to approve the file.

### Approver A

Log on to the system and enter your **Corporate ID**, **User ID**, and **Password**.

In the CMS menu select **Check Warehousing**.

Under Check Warehousing menu drop-down, select **Upload**, then **Pending Approvals**.

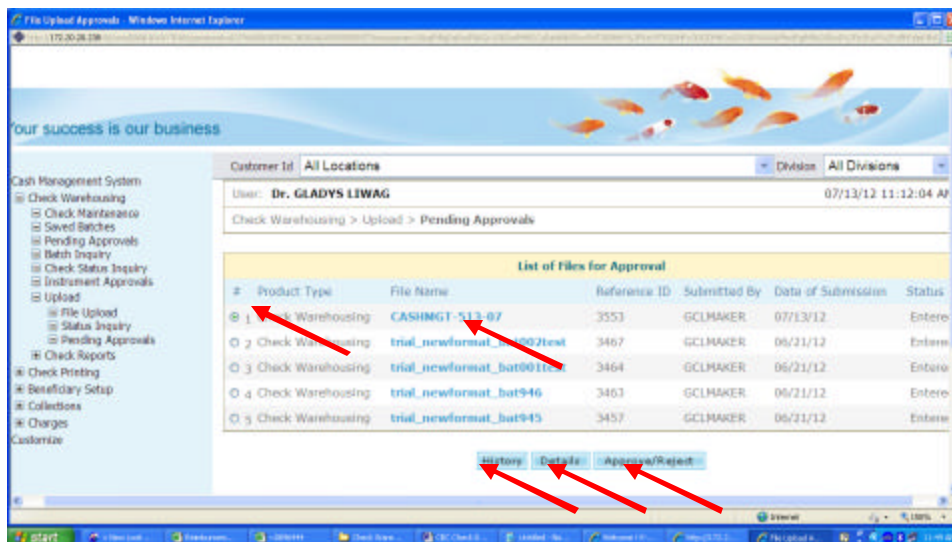
The next screen will show you the **List of Files for Approval**.

Select the file that you would like to approve by clicking on the **radio button** on the left hand side of the filename.

? Before approving the file, you may want to check the txt file itself by clicking on the **file name**.

? Or you may want to see the **history** of the transaction.

If everything is in order, approve or reject the file by clicking on the **Approve/Reject** button.



Next screen shows you the details of the file.

Depending on the approval workflow, the transaction may need approval of a next approver. If this is the case, click on the **Look Up** button, and select the next Corporate User/approver. Otherwise, if you are the last approver, simply enter your **User ID** and **Transaction Password**. Then click on **Approve**.

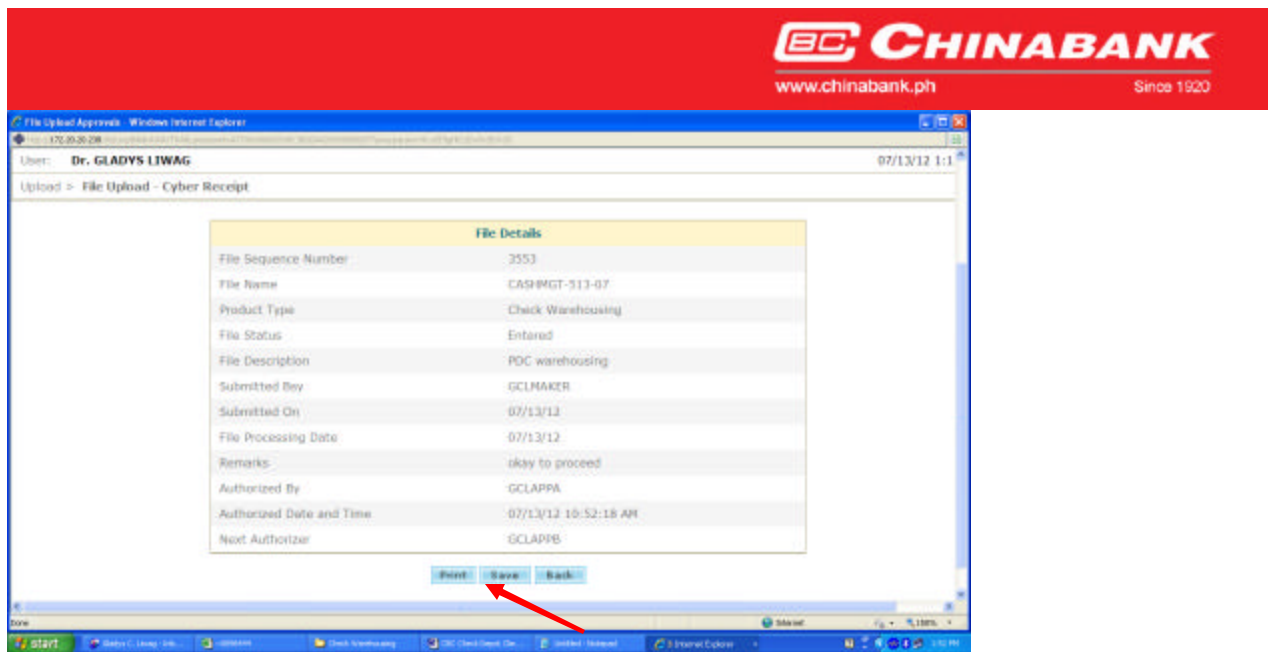
You will receive a pop-up message that transaction has been approved successfully

*"File Approved Successfully"*

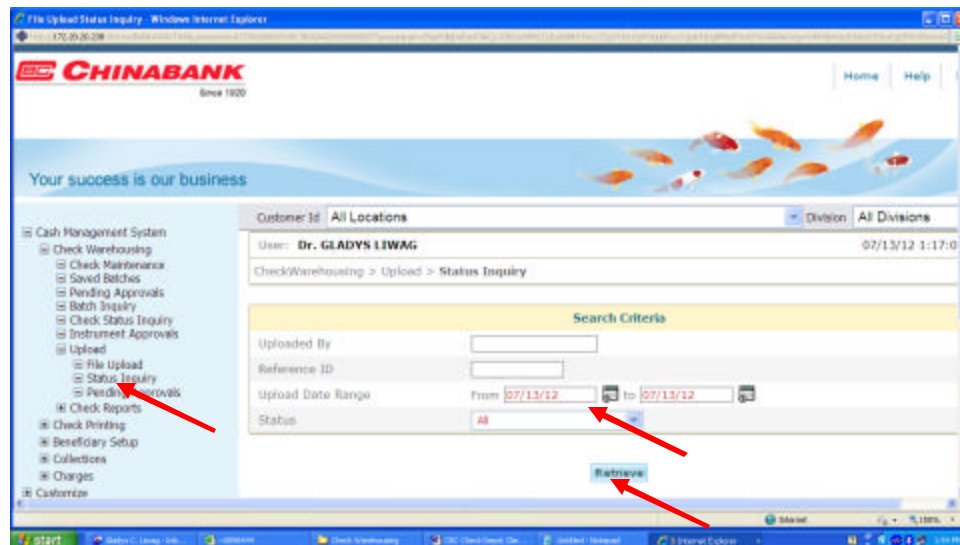
System will generate a **Cyber Receipt** containing the batch details such as:

- File Name
- Description
- Amount
- File Processing Date
- Remarks
- Entered By
- Requested Date and Time
- Next Authorizer

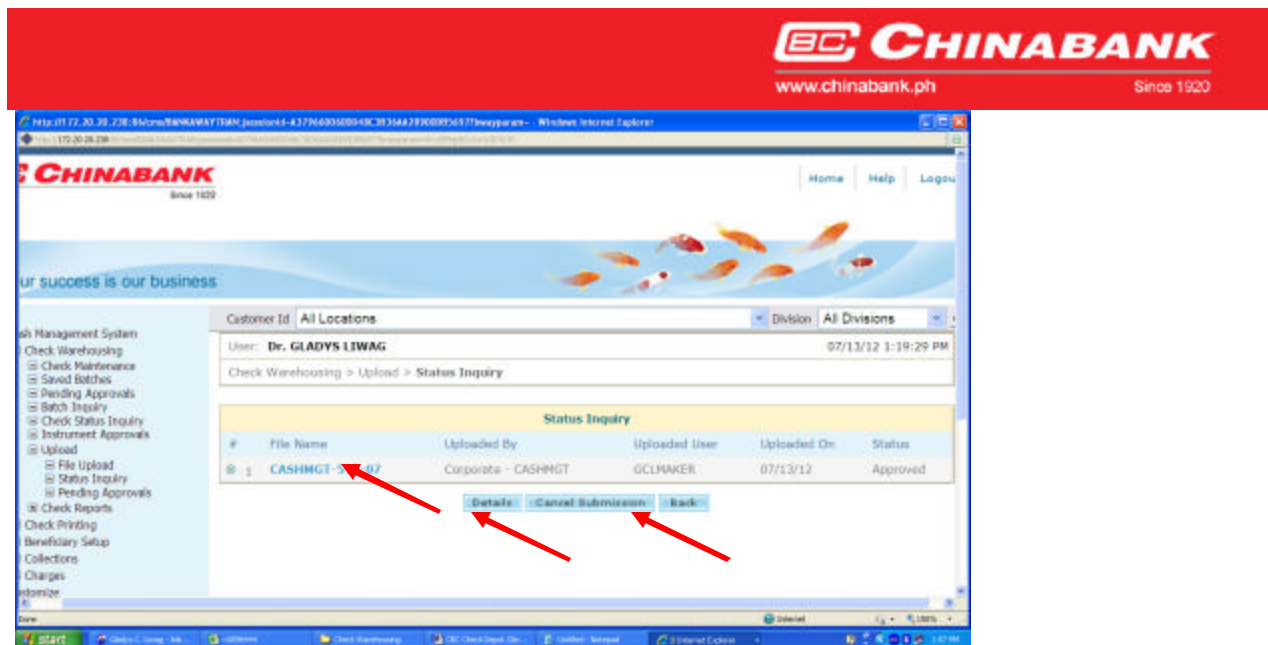
You have the option to **print** or **save** the Cyber Receipt. You can go back to the Check Warehousing menu by clicking on **Back**.



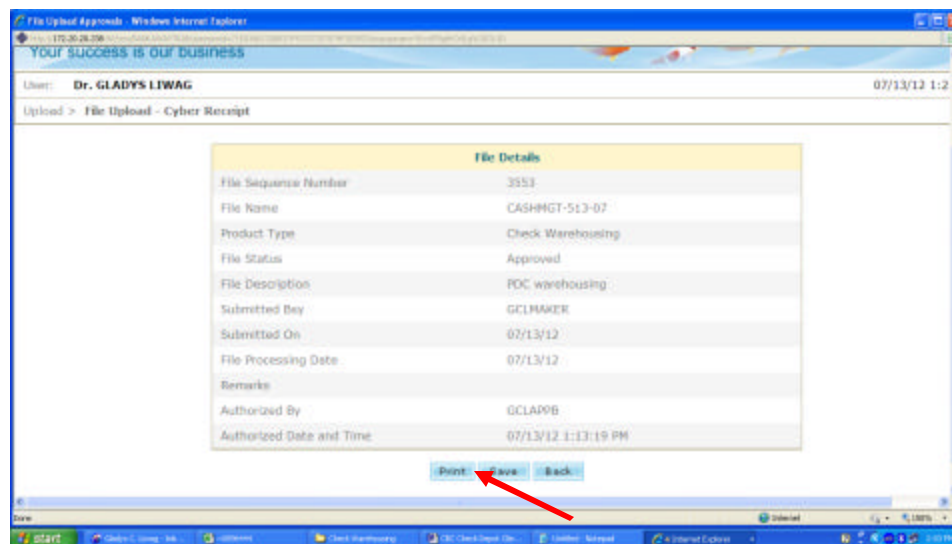
To view the check status, in the **Check Warehousing** menu, select **Upload**, then **Status Inquiry**. Then in the **search criteria**, enter the **Upload Date Range**. Then click on **Retrieve**.



Note that the status of the upload file is now **Approved**.  
 To view the details of the txt file, click on **filename**.  
 To view the details of the upload, click on **Details**.  
 You may also cancel submission of the file by clicking on **Cancel Submission**.



However, the since the approval workflow requires another approver, **Approver B**. Approver needs to go through the same workflow as Approver A. A **cyber receipt** is likewise generated for Approver A.



Please print this page by clicking on the **Print** button, then attach this to the physical PDCs when sent to the Branch.

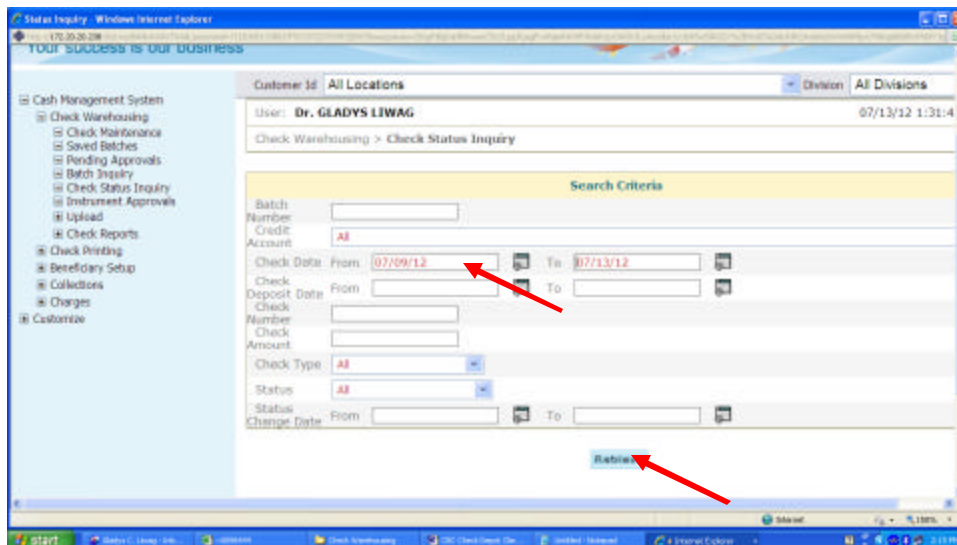
Or the maker that print the **List of Checks**, from using his/her own user access, and attach this to the physical PDCs when sent to the branch

### III. INQUIRING CHECK STATUS

All check and payment information entered or uploaded shall be stored in the Inventory or a “warehouse” in the system. In the Inventory Module of the System, you can update/change the status of a check or perform different actions with the checks and you can search/filter checks according to your specified criteria as follows:

- ? Batch Number
- ? Credit Account
- ? Check Date - From - to
- ? CCheck Deposit Date - From - to
- ? Check Number
- ? Check Amount
- ? Check Type - Select Local or Regional
- ? Status- Select "Sent for Acceptance"
- ? Status Change Date

Under Check Warehousing menu drop-down, select **Check Status Inquiry**  
You shall be able to view a summary of all checks stored in the inventory and its status.  
In the sample below, the search criteria given is Check Date, from 07-09-12 to 07-13-12



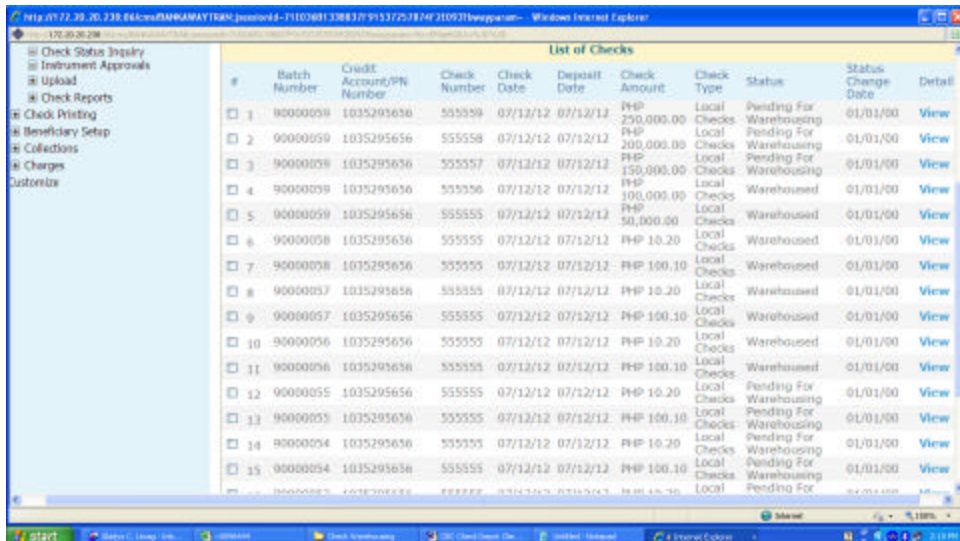
After clicking of the Retrieve button, you will see the List of Check with varying statuses as follows:

- ? **Sent for Acceptance** - This means that the check has been fully approved at the corporate side and is now queued with the Accepting Branch. Note that the Accepting Branch will not process the PDCs pending the receipt of the physical PDCs and accompanying printout of List of Checks.
- ? **Pending for Warehousing** - This means that the check has been verified and fully approved by the Accepting Branch, and is now queued with the Warehousing branch (Warehousing Branch is the backroom/operations unit of CBC which warehouses the PDCs and sends them to Clearing upon maturity).
- ? **Warehoused** - This means that the batch has been fully verified and approved for warehousing by the Warehousing Branch.
- ? **Credited Online** - Upon maturity date of the check, the status becomes credited online. You can verify this versus your deposit account inquiry to confirm crediting to your account.



- ? **Cleared** - This means that the checks have undergone clearing and is not part of the available balance.

You can click on **next** to get to the next page (in case of numerous checks), or **print** the page.



#	Batch Number	Credit Account/PIN Number	Check Number	Check Date	Deposit Date	Check Amount	Check Type	Status	Status Change Date	Detail
1	90000059	1035295636	555558	07/12/12	07/12/12	PHP 250,000.00	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
2	90000059	1035295636	555558	07/12/12	07/12/12	PHP 100,000.00	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
3	90000059	1035295636	555557	07/12/12	07/12/12	PHP 150,000.00	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
4	90000059	1035295636	555556	07/12/12	07/12/12	PHP 100,000.00	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
5	90000059	1035295636	555555	07/12/12	07/12/12	PHP 50,000.00	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
6	90000058	1035295636	555555	07/12/12	07/12/12	PHP 10.20	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
7	90000058	1035295636	555555	07/12/12	07/12/12	PHP 100.10	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
8	90000057	1035295636	555555	07/12/12	07/12/12	PHP 10.20	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
9	90000057	1035295636	555555	07/12/12	07/12/12	PHP 100.10	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
10	90000056	1035295636	555555	07/12/12	07/12/12	PHP 10.20	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
11	90000056	1035295636	555555	07/12/12	07/12/12	PHP 100.10	Local Checks	Warehoused	01/01/00	<a href="#">View</a>
12	90000055	1035295636	555555	07/12/12	07/12/12	PHP 10.20	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
13	90000055	1035295636	555555	07/12/12	07/12/12	PHP 100.10	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
14	90000054	1035295636	555555	07/12/12	07/12/12	PHP 10.20	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>
15	90000054	1035295636	555555	07/12/12	07/12/12	PHP 100.10	Local Checks	Pending For Warehousing	01/01/00	<a href="#">View</a>

#### IV. SENDING POST-DATED CHECKS TO THE BANK

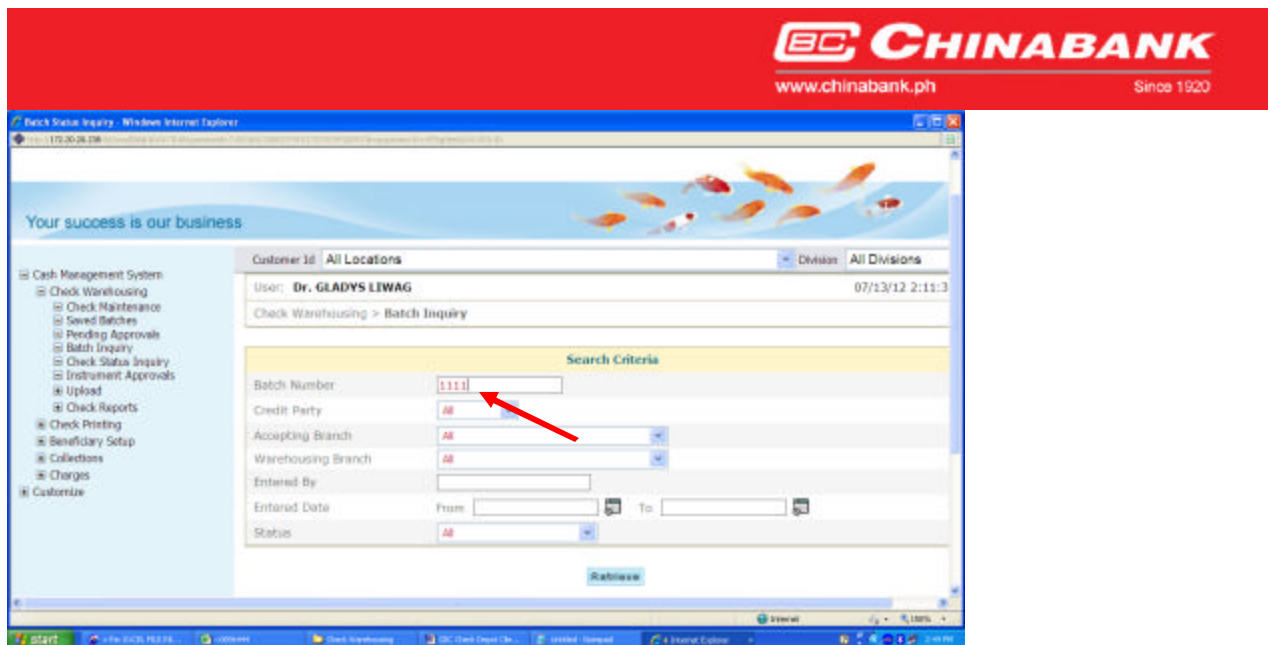
When sending post-dated checks to the Bank, please ensure the following:

- 1) Print the List of Checks
- 2) Attach physical PDCs to the List of Checks - Ensure that the physical PDCs tally with the List of Checks
- 3) Secure the PDCs in an envelope with transmittal slip/covering letter
- 4) Send the envelope and covering letter to the Accepting Branch

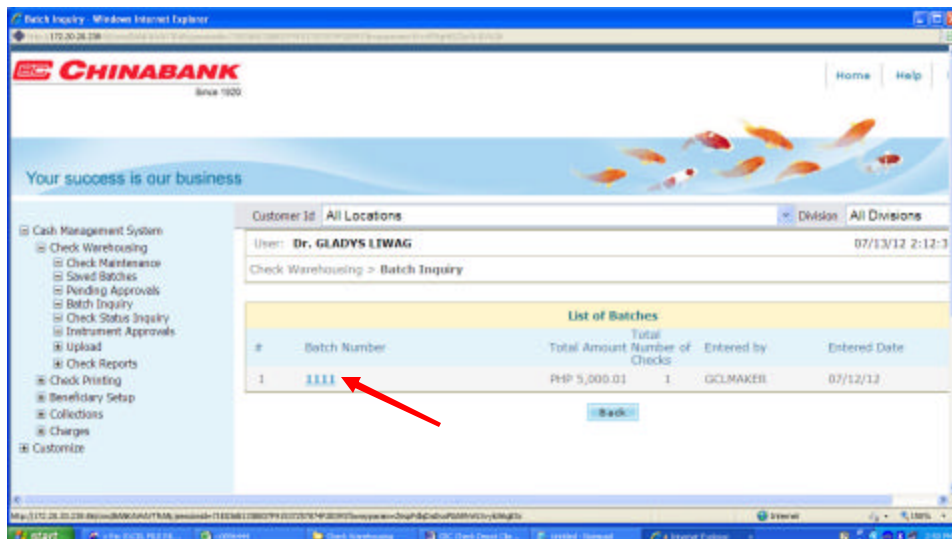
#### How to get the List of Checks

Under **Check Warehousing** menu, select **Batch Inquiry**

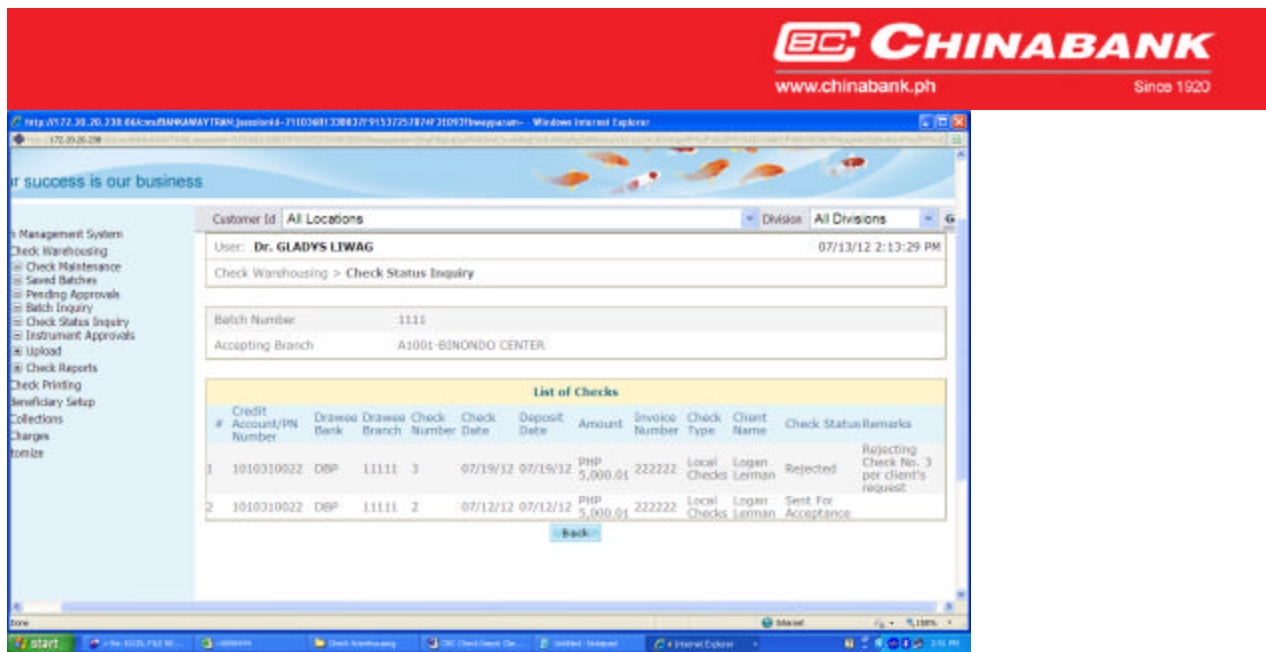
Indicate **Batch Number** in the search criteria and click on the **Retrieve** button.



Click on the **Batch Number** to get the **List of Checks**



Print the screen (print screen), and attach this to the physical PDCs.



Sample **Transmittal Slip/Covering Letter** :

#### COMPANY LETTERHEAD

13 July 2012

China Banking Corporation  
Binondo Branch

Attention: Mr. Gabby Reyes  
CMS Operations Assistant

Dear Mr. Reyes,

Enclosed herewith is one (1) pc. post-dated checks for warehousing under Batch Number 1111.

Attached to it is the List of Checks.

For processing under the Check Depot facility.

Thank you.

Yours truly.

\_\_\_\_\_  
Authorized Representative

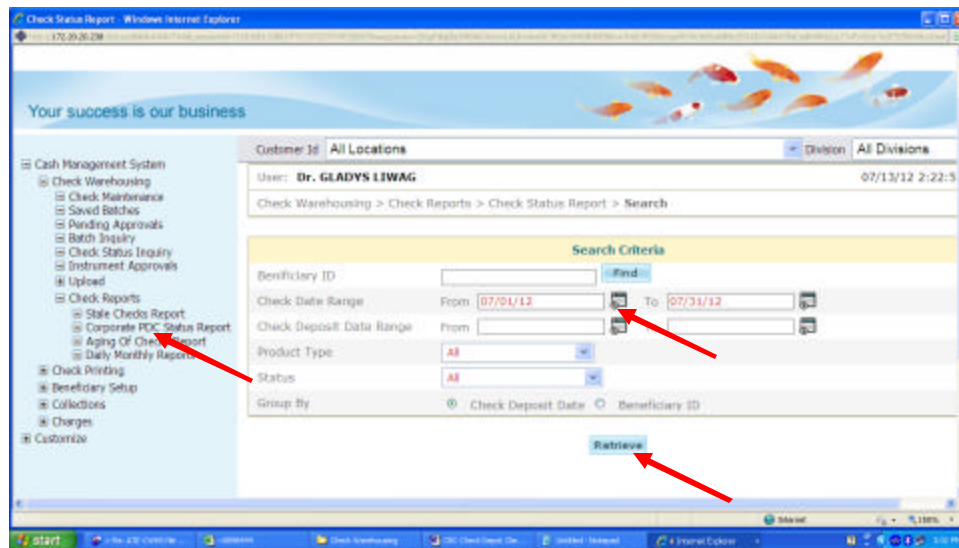
## V. VIEWING REPORTS

You shall be able to view and download the following reports from the system:

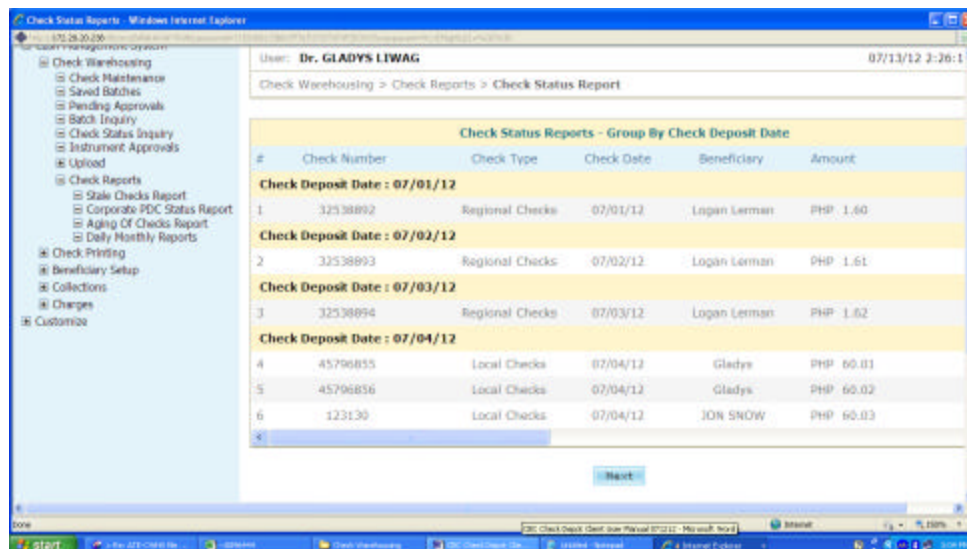
- ✍ **Corporate PDC Status Report**- list of checks arranged by maturity date
- ✍ **Aging of Checks Report** - list of checks arranged by maturity date

### Corporate PDC Status Report

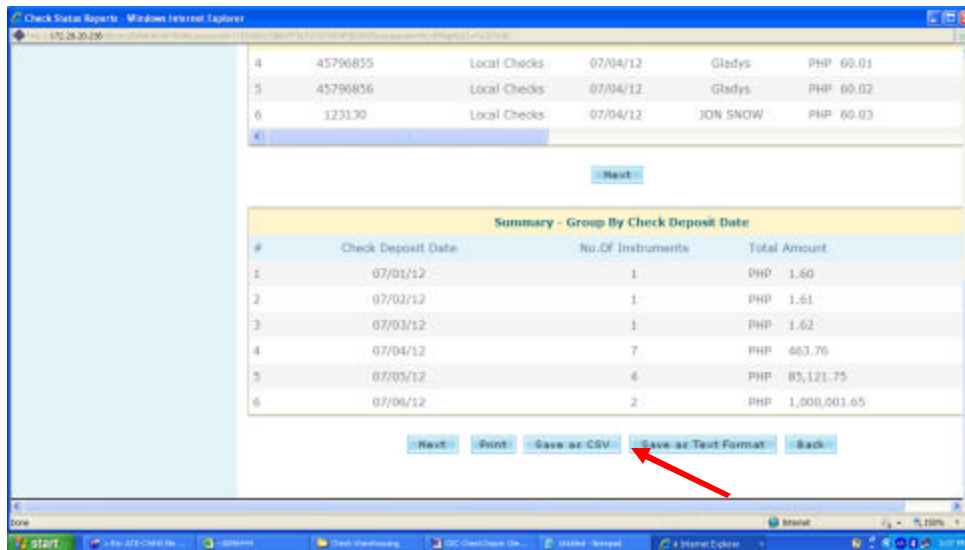
Under **Check Warehousing** menu, select **Check Reports**, then **Corporate PDC Status Report**. Select your **Search Criteria**, for example, PDCs with check date range of July 1-31, 2012. Click on the **Retrieve** button.



Next page will show you the **Check Status Report - Grouped by Check Deposit Date**



At the lower part of that page is a **Summary Checks by Deposit Date** which shows the number of checks maturing on a per date, and the total amount. You can **Print**, **Save as CSV**, or **Save as Txt Format**



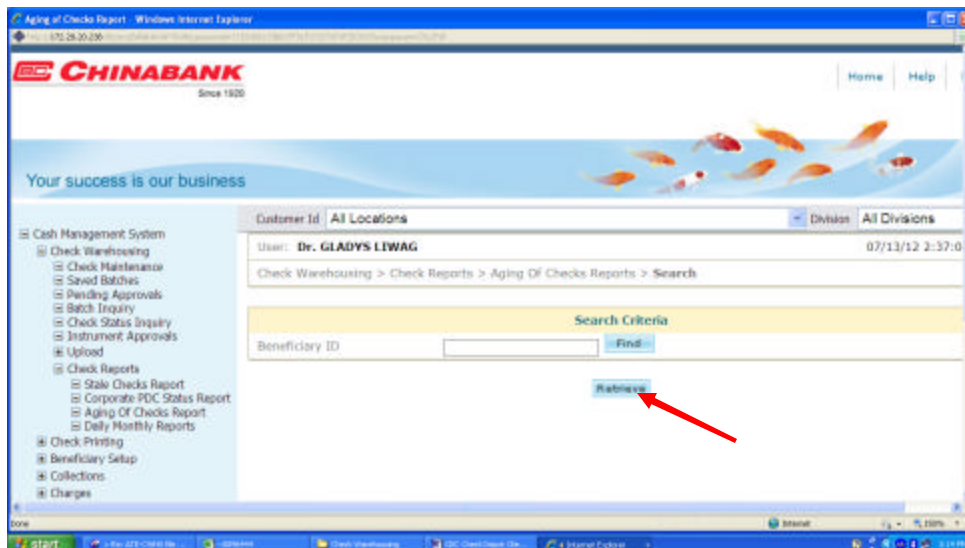
Check Status Reports - Windows Internet Explorer

#	Check Deposit Date	No. Of Instruments	Total Amount
1	07/01/12	1	PHP 1.60
2	07/02/12	1	PHP 1.61
3	07/03/12	1	PHP 1.62
4	07/04/12	7	PHP 663.70
5	07/05/12	6	PHP 85,121.75
6	07/06/12	2	PHP 1,000,001.65

Buttons: Next, Print, Save as CSV, **Save as Text Format** (highlighted with red arrow), Back

### ***Aging of Checks Report***

Under **Check Warehousing** menu, select **Check Reports**, then **Aging of Checks Report**. Click on the **Retrieve** button.



Aging of Checks Report - Windows Internet Explorer

Customer Id: All Locations Division: All Divisions

User: Dr. GLADYS LIWAG 07/13/12 2:37:0

Check Warehousing > Check Reports > Aging Of Checks Reports > Search

Search Criteria

Beneficiary ID:  Find

**Retrieve** (highlighted with red arrow)

Next page will show you the **Aging of Checks Report** containing the details of the check



success is our business

Customer Id: All Locations Division: All Divisions Go

User: Dr. GLADYS LEWAG 07/13/12 2:35:49 PM

Check Warehousing > Check Reports > Aging Of Checks Reports

**Aging Of Checks Report**

#	Check Number	Check Type	Check Date	Beneficiary Name	Amount	Credit A
1	3221223442	Local Checks	07/13/12	Meralco	PHP 9,999.99	10352
2	3221223443	Local Checks	08/13/12	Meralco	PHP 9,999.99	10352
3	3221223444	Local Checks	09/13/12	Meralco	PHP 9,999.99	10352
4	3221223445	Local Checks	10/13/12	Meralco	PHP 9,999.99	10352
5	3221223446	Local Checks	11/13/12	Meralco	PHP 9,999.99	10352
6	3221223447	Local Checks	12/13/12	Meralco	PHP 9,999.99	10352

Next

**Summary for Each Age Group**

At the lower part of that page is a **Summary For Each Age Group** which shows the number of checks maturing on a per date, and the total amount, and **Summary by Beneficiary**. You can **Print**, **Save as CSV**, or **Save as Txt Format**

**Summary for Each Age Group**

#	Age	No of Instruments	Total Amount
1	1 - 30 Days	2	PHP 1,009,999.99
2	31 - 60 Days	2	PHP 1,009,999.99
3	61 - 89 Days	2	PHP 1,009,999.99
4	90 Days and Above	19	PHP 9,080,199.92
	Over All Totals	25	PHP 12,110,199.89

**Summary Per Beneficiary**

#	Beneficiary Name	1-30 Days	31-60 Days	61-89 Days	90 Days and Above	Total Amount
1	Meralco	2	2	2	19	PHP 12,110,099.89
2	Fred	0	0	0	1	PHP 100.00
3	Maja	0	0	0	0	PHP 0.00
	Over All Totals	2	2	2	19	PHP 12,110,199.89

Print Save as CSV Save as Text Format Back



All requests for pull-out or hold should be made via a Pull-out/Hold-out Instruction sent to the Accepting Branch.

Note that said form should be received by the Accepting Branch not later than two (2) days prior to the PDC's maturity date.

Please see template of Request for Pull-out of PDC.

POSTDATED CHECK PULLOUT INSTRUCTION																																															
To : <b><u>(Branch of Account)</u></b>				Date:																																											
From : <b><u>(Company Name)</u></b>		Corporate ID:		Credit Account No.:																																											
<p>This is to request to immediately pull out the following check(s) under the Postdated Check Warehousing Service Agreement.</p> <table border="1"> <thead> <tr> <th>Check Date</th> <th>Check Number</th> <th>Check Amount</th> <th>Drawee Bank</th> <th>Drawee Branch</th> <th>Client Name</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Check Date	Check Number	Check Amount	Drawee Bank	Drawee Branch	Client Name	1.						2.						3.						4.						5.						6.					
Check Date	Check Number	Check Amount	Drawee Bank	Drawee Branch	Client Name																																										
1.																																															
2.																																															
3.																																															
4.																																															
5.																																															
6.																																															
<p>Pickup Instruction:</p> <p><input type="checkbox"/> I will personally pickup the checks</p> <p><input type="checkbox"/> I will send a representative in the person of _____          whose signature appears hereinafter _____</p>																																															
<p>By signing below, I confirm that I have read and fully understand the terms and conditions of the Postdated Check Warehousing Service Agreement. I agree that my request for postdated check pullout will be implemented by the Bank not later than the following day from the time I issued this Postdated Check Pullout Instruction, only as long as the check details that I entered are correct and that the check has not yet been sent for clearing as of date and time of implementation of the check pullout; otherwise, my instruction will be considered invalid.</p>				<p><b>For Bank's Use Only</b></p> <p>Signature verified by/date:</p>																																											
<p>_____ Client's Signature over Printed Name</p>				<p>_____ Date</p>																																											

## File Header

File Format : FILEHDR | CORP ID (mandatory) | File Serial num (optional) | value date (optional) | Encryption Flag (Y/N) (optional) | Remarks

Example : FILEHDR|CASHMGT|930|05/14/2012|N|This is the PDC test file

### Batch Details

Details	Start	Size	Description	Valid Values
BAT_SUFFIX	1	3	This field value should be BAT, used for differentiating records.	BAT
REF_NUM	5	32	Free text	No validation
ACCEPT_BRANCH_ID	38	9	Branch ID of Accepting Branch	A1001 (Binondo), A1003 (Makati Main), A1005 (Greenhills), This value should be same as the primary branchid of the RM. (Bank to provide you with the valid branch ID to be used)
CR_PARTY	48	3	Customer('C')or Bank('B').	Valid values are 'C' or 'B' (Always put 'C' for corporate)
LN_ACCOUNT_NUM	52	80	Deposit Account Number when the PDCs will be credited upon maturity	No Validation
PDC_TYPE	133	3	PDC Type	Leave blank
CR_ACC_TYPE	137	2	To specify the account type for crediting the checks	Like SA/CA. No validation.
CR_ACID	140	24	Credit account for each of the checks. For checks warehoused for the bank, this field will take the loan account number	No validation.
WAREHOUSE_BRANCH_ID	165	9	Branch ID of Warehousing Branch	A1001 (Binondo), A1003 (Makati Main), A1005 (Greenhills), Etc (Bank to provide you with the valid branch ID to be used)
CR_PARTY_INFO	175	80	Free text	No Validation. Mandatory when the CR_PARTY ='B'
CHK_SUFFIX	1	3	This field value should be BAT, used for differentiating records.	CHK
DRAWEE_BANK	5	9	Free text	No Validation
DRAWEE_BRANCH_NAME	15	80	Free text	No Validation
CHK_DATE	96	10	Check Date	MM/DD/YYYY
CHK_NUM	107	9	Check Number	Numeric
CHK_AMT	117	9	Check Amount	Numeric
CHK_DEPOSITDATE	127	10	Check Deposit Date	MM/DD/YYYY. It should be less than 'DAYS_FOR_VALIDATING_DEPOSIT_DATE_CWH'(PRPM parameter) days from the check date.
PRODUCT_TYPE	138	3	Type of checks. Local Checks(LOC) or Regional	Valid values obtained from COCD for

			Checks (____)	code_type='CWH' If "COU", then DR_ACID and DR_BRANCH_NAME are mandatory
PAYER_NAME	142	32	Free text	No validation Mandatory field validation
DR_ACCOUNT_TYPE	175	2	Debit Account Type	04 - for SA accounts 02 - for CA accounts Mandatory for On Us Checks
CR_ACID	178	24	Deposit account number	No validation
CR_BRANCH_NAME	203	80	Branch ID of Branch where Deposit Account Number is maintained	A1001 (Binondo), A1003 (Makati Main), A1005 (Greenhills), etc
PDC_TYPE	284	3	PDC Type	Leave blank
REFERENCE_NUM	288	5	Free text	No validation
CHK_INV_NUM	294	64	Free text	No validation
DR_BRANCH_NAME	359	80	Branch ID of Branch where Deposit Account Number is maintained	Mandatory when product type="COU"
DR_ACID	440	24	account number	No validation. Mandatory if Check Type is 'On-us Checks'

**Sample FUPM entry:**

BAT\_SUFFIX=1,3|REF\_NUM=5,32|ACCEPT\_BRANCH\_ID=38,9|CR\_PARTY=48,3|LN\_ACCOUNT\_NUM=52,80|PDC\_TYPE=133,3|CR\_ACC\_TYPE=137,2|CR\_ACID=140,24|WAREHOUSE\_BRANCH\_ID=165,9|CHK\_SUFFIX=1,3|DRAWEE\_BANK=5,9|DRAWEE\_BRANCH\_NAME=15,80|CHK\_DATE=96,10|CHK\_NUM=107,9|CHK\_AMT=117,9|CHK\_DEPOSITDATE=127,10|PRODUCT\_TYPE=138,3|PAYER\_NAME=142,32|DR\_ACCOUNT\_TYPE=175,2|CR\_ACID=178,24|CR\_BRANCH\_NAME=203,80

A sample file for upload is as attached (trial\_newformat\_bat939joseph).

**Flow:**

The process flow for the check warehousing feature is as discussed below:

1. A corporate user enters information about checks to be warehoused to the system either as a batch of checks or as a file. The batch goes through the corporate workflow before it reaches the bank.
2. After the entry, the checks are dispatched to the accepting branch
3. The accepting branch will verify the check details and the batch will go through approvals on the accepting branch.
4. On approval, the checks are sent to the warehouse branch.
5. At the warehousing branch, the checks are verified again and the batch will go through approvals on the warehousing branch.
6. On approval, the check will be warehoused.